

S A M P L E

Instructions for the use of the sample Curb and Sidewalk Inspection and Maintenance Policy

The following sample Policy has been provided to assist your City with the preparation and implementation of an effective Curb and Sidewalk Inspection and Maintenance Policy. The Curb and Sidewalk Inspection and Maintenance Policy attempts to provide the scope for a system of inspection and inventory management to effectively assess priorities and plan maintenance.

The goal of the Policy is to confirm and formalize Public Works inspection, inventory, and maintenance procedures with respect to curb and sidewalk infrastructure management and balance fiscal responsibility with maximum public safety on municipal curbs and sidewalks.

Please note that the attached sample Policy will need to be tailored to your individual City based on actual conditions and work practices.

Please review the Policy. In some instances, you may not need to modify the text, and in others, you may decide that your City will address specific issues in a different fashion. For your convenience, we have highlighted text that will always need to be modified by presenting it in *ITALICS*.

We hope this sample Policy proves to be a useful tool for your City. If you have any questions, or would like further assistance, please do not hesitate to contact Jane Hayes at (800) 541-4591, extension 1128.

THE CITY OF *INSERT NAME*
CURB AND SIDEWALK INSPECTION AND MAINTENANCE POLICY

Purpose

The purpose of this Policy is to formalize and document inspection and operational procedures to maximize the effectiveness of City sidewalks and maximize public safety while maintaining fiscal responsibility.

The City recognizes that it is not possible to maintain all sidewalks in perfect condition. The City also recognizes that certain user groups, primarily seniors and disabled individuals, are more sensitive to sidewalk problems than other users. An effective public education and feedback program is also important.

Goal

The goal of this Policy is to confirm and formalize Public Works inspection, inventory, and maintenance procedures with respect to curb and sidewalk infrastructure management and balance fiscal responsibility with maximum public safety on municipal curbs and sidewalks.

Introduction

The City recognizes that it is not possible to maintain all sidewalks in perfect condition. The City also recognizes that certain user groups, primarily seniors and disabled individuals, are more sensitive to sidewalk problems than other users. An effective public education and feedback program is also important.

This Policy attempts to provide the scope for a system of inspection and inventory management to effectively assess priorities and plan maintenance.

Sidewalk Classification

The City of *INSERT NAME* sidewalks have been classified into two categories as follows:

1. High Traffic Areas (HTA)

High Traffic Areas are designated on Exhibit A and include the downtown core and other high traffic areas, particularly those catering to seniors.

2. Standard Traffic Areas (STA)

Standard Traffic Areas are all the areas not designated as High Traffic Areas as shown on Exhibit A.

Inspection and Inventory

An inventory of all sidewalks will be maintained by the *INSERT DEPARTMENT NAME*, which will include a history of inspections, construction, and maintenance information.

HTAs will be inspected at least once every 18 months.

STAs will be inspected on a rotating basis with a maximum time between inspections in a particular area of five years.

Public Concerns

Citizen concerns related to sidewalks or curbs will be documented in the City of *INSERT NAME* "Action Form" system and directed to either the Superintendent of Public Works or the City Engineer.

Safety related concerns will be investigated within one week. All concerns will be investigated in a timely manner considering manpower and workload.

Priority

Priority 1: Locations that have a condition of **Very Poor** or any location which the inspector considers to be an immediate serious safety concern.

Priority 2: Locations that have a condition of **Poor** or **Average** or where the inspector determines that the problem is not an immediate safety concern.

Priority 3: Locations that have a condition of **Fair** or **New** or where the inspector determines that the problem is not a safety concern.

The inspector will consider whether or not the sidewalk is in a HTA, the age and number of pedestrians using the sidewalk, as well as the location of the problem relating to the walkway when establishing priorities.

Priority Actions

If a **Priority** 1 hazard is identified during an inspection, the hazard will be marked with orange paint, and the *INSERT NAME*, or his/her designate, will be notified immediately for an assessment.

If a **Priority** 2 hazard is identified during an inspection, the hazard will be marked with orange paint, and the *INSERT NAME*, or his/her designate, will receive a report of the hazard once scheduled inspections are complete.

If a **Priority** 3 or lower hazard is identified during an inspection, a report of the hazard will be submitted to the *INSERT NAME*, or his/her designate, once scheduled inspections are complete.

All priority problems will be assessed by the *INSERT NAME*, or his/her designate and priorities adjusted as required.

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Repairs

Priority 1 problems, as confirmed by the *INSERT NAME*, or his/her designate, will be repaired as soon as practical taking into account weather and crew or contractor availability. If there is a substantial delay, the hazard will be clearly marked so it is easily identified, or the sidewalk will be closed.

Priority 2 problems, as confirmed by the *INSERT NAME*, or his/her designate, will be repaired as soon as practical based on crew availability, budget constraints, and environmental factors. These repairs may be delayed until a crew is working in the area.

Priority 3 problems, as confirmed by the *INSERT NAME*, or his/her designate, will be scheduled based on crew availability, budget constraints, and environmental factors. These repairs may be delayed for several years if an area is scheduled for reconstruction.

Examples of Priorities

The following examples show typical priority rating which may be given to sidewalk or curb areas. Priority ratings may vary however, as the Inspector must consider whether or not the sidewalk is in a HTA, the age and number of pedestrians using the sidewalk, as well as the location of the problem relating to the walkway when establishing priorities.

HTA

Overall Condition	Single Trip Edge	Spalled (Sidewalk Area)	Cracking (Panels Affected)	Priority
New	5mm or smaller	5% or less	little or none	3
Fair	5mm or smaller	5% to 10%	60% or less	3
Average	5mm to 10mm	10% to 20%	60% to 80%	2
Poor	10mm to 20mm	20% to 50%	80% or greater	2
Very Poor	15mm or greater	50% to 100%	80% or greater	1

STA

Overall Condition	Single Trip Edge	Spalled (Sidewalk Area)	Cracking (Panels Affected)	Priority
New	5mm or smaller	<u>little</u> or none	little or none	3
Fair	5mm to 10mm	25% or less	50% or less	3
Average	10mm to 20mm	25% to 50%	50% to 80%	2
Poor	20mm to 25mm	50% to 75%	50% to 80%	2
Very Poor	25mm or	75% to 100%	80% to 100%	1

Repair Options

1. *Crack filling*

Crack filling is done primarily to seal concrete cracks to prevent moisture from penetrating the base, causing additional crack widening and uneven settlement. Crack filling is appropriate for longitudinal cracks where separation is less than 12mm (½") and differential settlement has not occurred.

Cracks are first sterilized, then routed or sand blasted, and finally filled with a sealant.

Crack filling is usually done on an area basis as crews and budget are available.

2. *Mud jacking*

Mud jacking is used to correct differential settlement between concrete panels. It is appropriate where individual panels are in relatively good condition but have settled adjacent to one another.

3. *Concrete Planing*

Concrete planing is a recently perfected technology which is used to plane up to 20mm of concrete to flatten out trip edges. Planing is done on a contract basis, paid by the meter of "Trip Edge" removed, and done on a location-by-location basis.

4. *Asphalt Overlay*

Asphalt overlays are effective as a temporary measure to smooth the surface of the concrete if the concrete is severely spalled or cracked. While not the best aesthetic treatment, an asphalt overlay does provide a reasonably safe walking and wearing surface. This alternative is used where the property owners are not willing to contribute to sidewalk replacement.

5. *Replacement*

Sidewalk replacement is appropriate if severe damage has occurred to the sidewalk which cannot be corrected by one of the methods described above. Replacement is most cost effective when done on an area basis, but replacement at individual locations is sometimes necessary.

Cost Sharing

Crack filling, mud jacking and asphalt overlay are generally provided by the City at no cost to property owner. Concrete replacement is generally charged on 1/3 property owner - 2/3 City basis for spot repairs in residential or commercial areas. New developments are expected to replace concrete at 100% their cost if required.

Residential properties are not charged for concrete repairs on curbs or sidewalks flanking their property. (Curbs or sidewalks along the long side of a corner lot.)

Interpretation

The City of *INSERT NAME* acknowledges that all sidewalks cannot be maintained in perfect condition due to fiscal and practical constraints. The timing and scope of sidewalk and curb rehabilitation will be planned at the discretion of the *INSERT NAME*, within the scope of the current operating budget, to balance sidewalk safety and appearance with other Public Works priorities. The aim of this policy is to maintain the the City of *INSERT NAME*'s sidewalks and curbs in as safe a condition as practical, in balance with fiscal reality and other Public Works priorities.

CITY OF SOUTH SAN FRANCISCO
PUBLIC WORKS DEPARTMENT

SIDEWALK REPAIR GUIDELINES

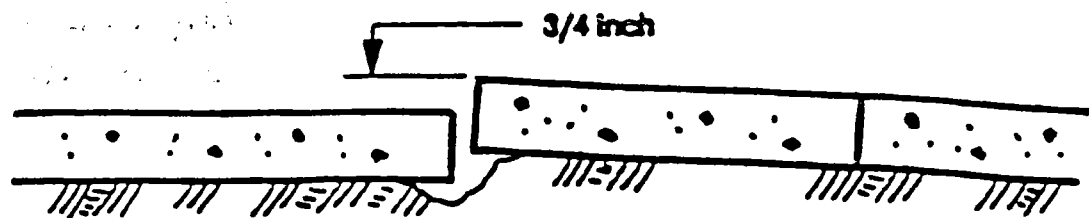
The following will be used to evaluate sidewalk conditions and determine what repairs are to be made if any. On the reverse side of this sheet are the numerical guidelines that will be used to evaluate sidewalk conditions.

1. A portion of sidewalk will be scheduled for repair if conditions, as determined by a City representative, exceed the dimensions shown on the Numerical Guidelines (see reverse side). The dimensions in this diagram may be modified at the discretion of the City in determining the condition of the sidewalk.
2. The responsibility for the general condition of sidewalks and curbs rests with the abutting property owners, except if the damage is determined to be caused by roots from trees in the City right-of-way, or from City-owned facilities (such as storm drains and sewers). In these cases, any required sidewalk or curb and gutter repair shall be the responsibility of the City.
3. Curb, gutter, and sidewalk repairs on curb returns at corner lots shall be the responsibility of the City. New handicap ramps will be installed as required by State regulations.
4. If the City determines that the sidewalk defects are the responsibility of the City, then the City will make such repairs at its own expense. Existing concrete in planter strip areas will also be replaced as needed to coordinate with the sidewalk or curb repair.
5. If the repairs are the responsibility of the property owner, the owner may either complete the repairs or hire a licensed contractor to perform the repairs. Work performed by the owner or a licensed contractor must be done in accordance with standard specifications and requires an Encroachment Permit issued by the Public Works Department. The City may initiate proceedings according to the Streets and Highways Code to require the repairs to be made.
6. The City may temporarily patch defects which are the property owner's responsibility until the permanent repairs are made.
7. The Public Works Division will coordinate their repair work with the Parks Division; Parks staff will determine the need for root pruning and/or tree removal, and will accomplish that work. The work will be done according to the City's Tree Preservation Ordinance.

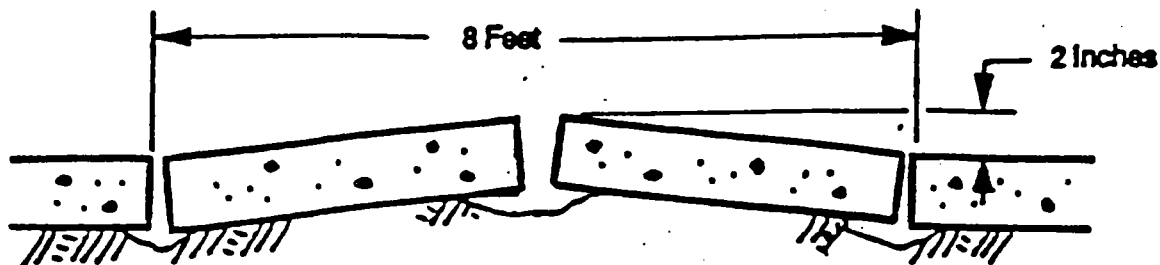
23 January 1992
Date

Ronald Parini
Ronald Parini
Director of Public Works

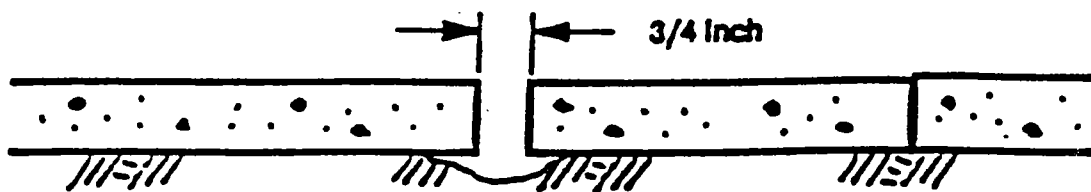
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5:SIDEWALK.RVD



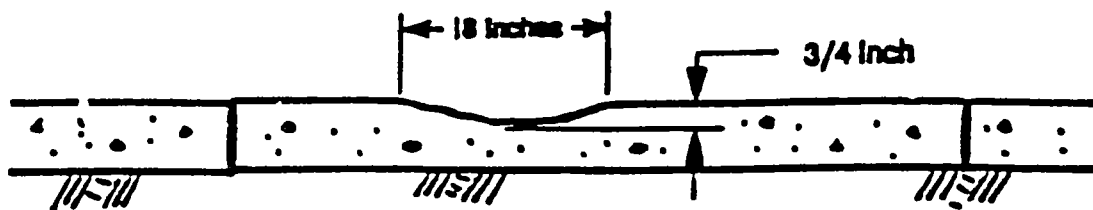
STEP SEPARATIONS



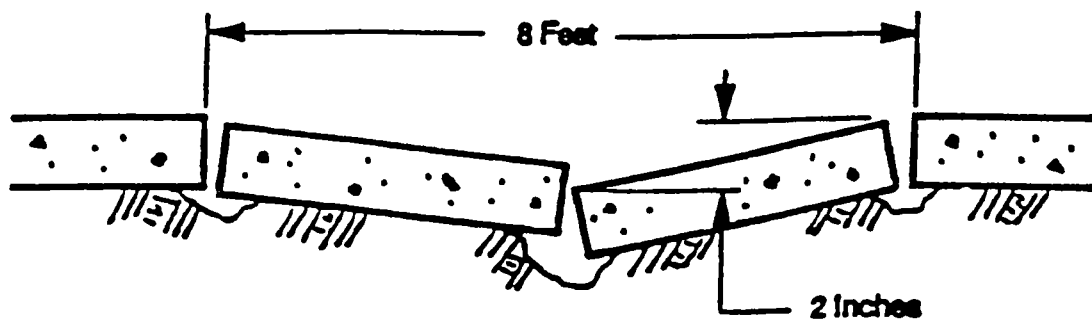
RAISED SIDEWALK



OPENING IN SIDEWALK



SPALLING OF SIDEWALK



SUNKEN SIDEWALK